Important Information

Ear loop fluid resistant surgical face masks – use of adaptors

Plastic adaptors are being produced locally (and NHS Lothian is exploring options to manufacturer these) for staff to use where they have difficulty in achieving a comfortable or secure fit with the ear loop surgical face masks. Knitted or fabric adaptors should not be used as due to the type of material used these may stretch and move and affect the fit of the mask.

Process for donning:

- Perform hand hygiene
- Select new ear loop face mask
- Place loops over both ears
- Pinch nose strip to fit around nose & gently pull the lower edge of the mask to open out the mask and position the mask pleat under the chin. This will ensure the mask fully covers the nose & mouth
- Holding the adaptor behind your head -pull one ear loop around the preferred notch on one side of the adaptor.
- Pull the second ear loop and pull over the preferred notch on the other side
- Secure the adaptor above any pony tail, bun or hair band worn – this will help the adaptor remain in a good position on the head.
- Staff with very short or very soft hair may have difficulty in getting the adaptor to stay snugly and reliably around the head. If this is the case, do not use an adaptor.

Process for doffing:

- Remove gloves (if worn)
- Perform hand hygiene
- Holding one loop and adaptor onto head, remove the other ear loop from one notch of the adaptor and pull the mask by the ear loop around and away from the face
- Pull the other ear loop and adaptor forward and away from the head and face
- Dispose of mask and the adaptor into clinical waste
Community Anticipatory Care Planning Bundle

During the COVID-19 pandemic, we have been responding to the challenge of providing care and treatment for people who are at high-risk by having Anticipatory Care Planning (ACP) discussions.

These discussions enable people with chronic and complex conditions to understand their current health and wellbeing, and help to proactively manage their changing health and care needs. Sharing information through ACP-Key Information Summaries enables safe and appropriate clinical decision-making for patients who are at high-risk during the COVID-19 pandemic.

Edinburgh Health and Social Care Partnership’s Long Term Conditions Programme has provided an ACP bundle to support community teams with ACP discussions, and a process for sharing key information across the integrated system.

Please make sure you access ACP-Key Information Summaries to inform your decision-making. If there is any information that needs to be updated, or if a KIS needs to be created, follow the guidance and process provided in the ACP bundle.

You can access the community ACP bundle on the NHS Lothian Intranet at: http://intranet.lothian.scot.nhs.uk/COVID-19/PatientManagement/Pages/ACP-community-bundle.aspx

Or request the resources and further support by contacting: AnticipatoryCarePlanning@nhslothian.scot.nhs.uk

COVID-19 Guidance Glossary

A new document with guidance to support flow for admissions, discharge and transferring of patients during the COVID-19 pandemic has been created and is available on the Patient Management section of the COVID-19 Base on the intranet here

Admission and discharge guidance

Two new guides have been created to support you when admitting patients to hospital. Both documents can be found on the patient management page on CIVID-19 Base on the intranet. They are:

Who to swab on admission to hospital
Guidance for discharge to care homes during COVID-19 pandemic

Infection Control FAQ

Over the past number of weeks the Infection and Prevention Control team have received questions from all over the organisation regarding how we do things to keep ourselves and our patients safe. The team have now put together a list of frequently asked questions that covers a range of questions from services and departments right across the organisation.

FAQs include:

- Questions about scrubs and linen
- Wall washing as part of terminal cleaning
- Shoe covers & hair nets
- Gelling of gloves
Uniform as PPE
And more

You can find these on the COVID-19 Base on the intranet here

Call MIA - Reminder

Staff are reminded that NHS Lothian offers a Minor Injury Assessment by video call. The 'Call MIA' service can be reached by phoning 07977 246848 (11am-7pm) where patients will be offered an appointment for a private and secure video call assessment with a specialist Nurse Practitioner. At the time of the appointment, the patient simply clicks on the link provided, which opens a live chat with one of the team.

The team will assess the injury and provide advice and treatment within a matter of minutes. If the specialist decides they need to treat the injury, they will ask the patient to attend their nearest minor injuries clinic, providing a set appointment time, depending on severity.

If you have information that you would like to be considered for the Speed Read please send it to lothian.communications@nhs.net by 3.30pm each day.
Please ensure that your service is content with information before sending.

Staff Health

National Wellbeing Hub for health and social care workforce

Please have a look at the new National Wellbeing Hub for health and social care workers. The Hub can be accessed at: www.promis.scot

Self-Management Guides and Wellbeing Support – Reminder

- A series of self-management guides to support colleagues are available on the intranet and internet within the COVID-19 Hubs.
- Check out these simple prompts to help you and your team end your shift well so you can let go of stress and make the most of your downtime. A range of wellbeing materials is in the COVID-19 Hubs on the intranet and internet.

Online Tools to Help During Covid-19 – Reminder

Details of a range of excellent wellbeing online tools and resources made available to NHS staff, free of charge, can be found at: http://intranet.lothian.scot.nhs.uk/COVID-19/StaffWellbeing/Documents/Online%20Tools%20to%20Help%20During%20Covid-19.pdf

A Reminder

This week's Grand Round is from Dr Stuart Ritchie (medicine/endocrinology, WGH) on the effects COVID-19 is having on diabetes.

As always, the meeting is on Microsoft Teams (accessed using your NHS Lothian accounts), with more information on the MED site.
Process for applying for accommodation – Reminder

Staff requiring accommodation should follow the process below:

**During Office Hours** (9am – 5pm), contact the NHS Lothian Travel team: travel@nhslothian.scot.nhs.uk, along with a completed authorisation TA01 form, signed by a line manager. The authorisation form can be accessed on the travel team intranet page: Travel Team.

**Out of Hours** (outside 9am – 5pm) contact 0141 223 1904. Staff should quote “front line NHS staff emergency accommodation” and provide their name, ward, hospital, and work telephone number. Staff should complete an authorisation TA01 form in retrospect, signed by a line manager, and send this to travel@nhslothian.scot.nhs.uk. The authorisation form can be accessed on the travel team intranet page: Travel Team.

**Travel Updates**

For the latest public transport information, including timetable changes, please visit:


Scotrail - https://www.scotrail.co.uk/coronavirus-travel-information#accordion-in-content--6

**Staff Helplines**

**We have 4 helplines for staff:**

If you need information about general operational issues such as workforce guidance, testing, PPE or other general queries, and you can’t find what you are looking for on the NHS Inform or Health Protection Scotland websites, please call 0131 537 8530 (Ext 88530) and the staff will try to help, alternatively there may be information available on the COVID-19 page on the intranet. Lines are open: Mon-Fri, 9am-5pm.

**Here For You** -

If you are worried, anxious or stressed and need a listening ear from experienced clinicians please call our staff wellbeing helpline, Here For You. This line can also help you with practical concerns such as financial advice or information on supporting an elderly or vulnerable relative. **Call on: 0131 451 7445  Mon–Fri , 8am-6pm**

If you can’t call between 8am and 6pm, please email your contact details to Here4U@nhslothian.scot.nhs.uk.

**Staff Listening Service**

The Staff Listening Service is currently a phone-based listening service for all NHS Lothian staff. No appointment is necessary. It offers a place to explore your thoughts and feelings in a non-judgemental and safe environment. Whatever concerns you, the Staff Listening Service is there to offer confidential support from a member of the Spiritual Care team, and to signpost you to specialist services if appropriate. **To call for immediate support between 9am-9pm, 7 days a week: Phone: 07888 998084**

The service is available for staff across NHS Lothian. Calls normally last up to 30 minutes, and you are welcome to call on more than one occasion.
**Speak Up**

The Speak UP service has currently moved to a call back service, but we are still open for business! If you have a concern you wish to discuss please email the confidential mailbox speakup@nhslothian.scot.nhs.uk and we will ensure that you have the opportunity to share your concerns with an Advocate or Ambassador in confidence and we will discuss with you how you can address these. There is no waiting list, or need to make an appointment and our Speak Up team are happy to talk to you; whatever the concern.

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**Validated Statistics as at 1400**

There have been 88,940 people in Scotland tested for COVID-19

- 74,346 confirmed negative
- 14,594 positive
- 2,105 patients who tested positive have sadly died.

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**Important Reminders**

Please refer to these website for the latest guidance and information:

- **Health Protection Scotland Covid-19**
  This includes guidance documents for clinicians, advice for staff in other settings, etc

- **World Health Organisation Covid-19**

- **UK Government Covid-19 Action Plan**

- **Scottish Government: Coronavirus in Scotland**

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If you have any communication related questions please email: lothian.communications@nhs.net